

# **Building Digital Portfolios – Secrets for Success**

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## **7 Secrets for Success:**

1. Start with a Template
2. Do it in PowerPoint
3. Let them change the look, but not the requirements
4. Scrapbook or standards
5. Keep it in a folder
6. Plan it on paper
7. Keep it simple

## **Decide on the projects**

- Match to standards?
- Not just best work... exemplary
- Keep to just a few

## **Prep the projects**

- Type, scan or capture
- Edit
- Change file format

## **Input background info**

- Write biography
- Prep résumé
- Portrait photo

## **Create and test links**

**Let's build...**

## **Process – part 1**

- Write biography
- Write cover letter
- Insert mug shots
- Insert projects
- Format background, fonts

## **Process – part 2**

- Add comments
- Match to standards/proficiencies
- Create an opening menu
- Add links
- Test – revise –test
- Distribute – CD, web?

## **Other portfolio templates**

- One year- one subject
- One year – all subjects
- In a foreign language
- Multi-year – one subject
- Multi-year – multi subject

## **Special purpose templates**

- Extra-curricular activities: Sports, clubs
- Community service
- Career
- Art – photo
- College
- Teacher's

- Software: *The Portfolio Builder 2 for PowerPoint-* Visions Technology in Education [www.toolsforteachers.com](http://www.toolsforteachers.com)  
Order from [www.arnieabrams.net](http://www.arnieabrams.net).
- Presentations & workshops: [abrams@sou.edu](mailto:abrams@sou.edu)
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